

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

THEATRE EQUIPMENT AVAILABLE

The following equipment is available at no additional charge for your event in the Theatre.

Tables Rectangular – 30" x 72" with 30" drop
Round - 6' in diameter, 5' in diameter

Chairs Musician chairs
Metal folding chairs

Music Stands Standard adjustable music stand
Note: we do not provide music stand lights

Pianos Concert Grand - for use on stage only
Standard upright - available for use in orchestra pit, Lobby or Social Hall
Note: Piano tunings will be arranged upon request. Theatre staff will make the arrangements and the renting group will be charged market price for the service.

Steps from Stage to Theatre house
Two sets available - one for stage left and one for stage right
Note: when using steps during an event – the first row of Theatre seats on each side must be removed to maintain passage for fire code compliance.

Stage Soft Goods Main drape, cyclorama, mid stage curtain and four legs stage right and left. Notes: The first three wing legs located on the stage left and right have a track and can move on and off stage. The fourth leg is dead hung to the grid. The height from the stage floor to the bottom of the teaser above the stage is 12'.

Clear – Com Headset (up to 4 at no charge)
The Theatre is equipped with a hardwire Clear-Com headset system. Headsets and belt packs are normally located:
1 - stage right 1 - light board
1 - stage left 1 - sound board

Lights The Theatre lighting console is an ETC Express 250. The Theatre house lighting plot should provide enough lighting for your event. We ask that you provide our light plot to your lighting designer for review and suggested modification. We understand there may be special lighting needs desired for your event. We are willing to work with you and your light designers to incorporate hanging additional lights. However, all hanging, focusing and gelling must be done by the Theatre staff.

Notes: One hour of lighting adjustments are included in your rental contract. An additional charge of \$50 per hour will be made for time spent beyond one hour to install and/or to remove lights to and from the house plot for your event.

Rental groups must supply their own:
○ Gels
○ Spike tape. This includes glow tape.
○ Gobos

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Spotlights The Theatre has 2 follow spots located in the tech booth, which are available at no additional charge. User groups are asked to provide their own spot operators. The City Theatre technician on duty during your rehearsal(s) will train your volunteers on how to operate the spotlight.

Sound The F. Scott Fitzgerald Theatre has the following house sound system to support your event. Renters are required to use the house sound system as set up by the City of Rockville. Sound adjustments within one hour of service are covered within your rental fee. Changes requiring additional time will be charged at \$50 per hour.

The house sound system consists of front/left/center/right with additional delay speakers

- **Allen & Heath 40 channel soundboard**
 - 1- Dual tape cassette player
 - 1- 5 Disc CD player
 - 1- Mini disc player
 - 1- CD Recorder
- The **speaker system** is designed to fill the entire theatre. The speaker layout is as follows:
 - 2 – Front center above proscenium
 - 2 – Front left/right
 - 4 – Speakers located in the center of the house (Delay 1)
 - 8 – Speakers located at the rear of the house
 - 2 – Subs (1 house left, 1 house right)
 - 4 – monitors above stage split left/right
 - Note: There are no effects FX units available, groups wishing to use them should bring their own.
- **2 – 12 Channel snakes** (1 located stage left, 1 located stage right, both run up to the main board)
- **Microphones**
 - 4 – SM 58
 - 3 – PCC Floor microphones
 - Microphone cable and stands included for in-house equipment
 - Limited hanging and wireless available with a fee
- **Portable PA System**
- **Floor Monitors** - 4 available upon request

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The following equipment may be rented from the F. Scott Fitzgerald Theatre:

ALL PRICES ARE PER SINGLE ITEM PER EVENT

- \$300 Stage Extension Thrust and Edge extensions – full stage width
(Note: Use of this stage extension will mandate removal of the first row on each side of the Theatre to ensure fire code compliance.)
- \$200 Stage Extension Thrust – sized to cover orchestra pit only
- \$150 LCD projector
- \$100 Dance Floor
- \$100 CD recording per show
- \$ 25 Wireless lavalier microphone
- \$ 25 Wireless hand held microphone
- \$ 25 Portable CD/Tape player
- \$ 20 Clear Com hardwire headset (to augment the 4 free)
- \$ 10 Hanging microphone
- \$ 10 Standing chorus riser
- \$ 10 Seated riser for musicians or choral groups
- \$ 10 Wanger 3-panel acoustic concert sound shell

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THEATRE USE PLAN

A plan identifying all areas within the facility to be used must be submitted 8 weeks prior to the contracted event. This event plan may be submitted earlier and modified at the final walk through. The Theatre use plan includes:

Stage set-up

Set design or layout, use of thrust extension and/or stage steps, etc. This information is needed prior to ticket sales as use of steps or the thrust results in removal of some Theatre seats.

Sound & Lights

Identification of F. Scott Fitzgerald Theatre sound and light equipment to be used. Person(s) assigned to operate sound and light systems. Note: Any sound and light equipment being brought into the F. Scott Fitzgerald Theatre must be pre-approved by our Rockville Theatre staff.

Technicians

Theatre Technicians are needed for sound, lights, stage set-up, etc. One technician will be provided by the City of Rockville during your contract hours. You must identify the number of additional F. Scott Fitzgerald Theatre technicians needed and the hours to be worked. Renters must also identify any of their own technicians being brought in and for what purpose.

Special Effects

Use of any special effects equipment such as smoke machines, strobes, moving lights, etc. must be identified and pre-approved by Theatre staff.

Deliveries and Removal of all event related equipment/supplies

All deliveries and removal of event supplies and equipment must be accomplished within the contract hours, unless special arrangements are made in advance with the F. Scott Fitzgerald Theatre administrative staff.

Social Host

Your Theatre use plan should identify whether a Social Host is needed for your event. Theatre staff will assist with this determination.

Lobby set-up plan (submitted 8 weeks prior to event)

Your Theatre Lobby plan should identify whether you want the Lobby to remain open as is, or to include the set up of tables, chairs, etc. in support of displays, sales, performances, etc. Note: The Lobby must retain an open flow for the event audience members and access to Box Office.

Dressing Room & Green Room set-up

The Green Room and two dressing rooms, each with a restroom are provided. Renters should identify who will be using these spaces and if any specific equipment is needed for the space.

Social Hall use (established at time of contracting Theatre space)

There is an additional fee for use of the Social Hall.

Social Hall use plan must state:

- Set up plan for tables, chairs, equipment, etc.
- Staff need
- Time of use

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

THEATRE USE PLAN - continued

Production/Stage Manager

All Theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. Responsibilities of the Production/Stage Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations.

House Manager

All Theatre events require a House Manager. The rental group is responsible for providing this person. Responsibilities of House Manager are described in the F. Scott Fitzgerald Theatre Rules and Regulations

Ushers – minimum of 4 suggested – 2 required

All Theatre events must have ushers at both Theatre house entrances off the Lobby. Ushers must perform the duties as listed in F. Scott Fitzgerald Theatre Rules and Regulations.